

## CHECKLIST

- ☐ I have read and familiarized myself with Tennessee Supreme Court Rule 7.
- ☐ I have downloaded and completed the Tennessee Examination Supplemental Information pages from the Board's website [www.tn.gov/lawexaminers](http://www.tn.gov/lawexaminers).
- ☐ I require special accommodations and have downloaded and completed the required forms from the Board's website and have included letters from my treating physician and verification of accommodations from my law school. ☐ **N/A**
- ☐ I have completed the Character & Fitness application on-line at [www.ncbex.org](http://www.ncbex.org). I have downloaded the application, completed it and mailed it to the NCBE, 302 South Bedford Street, Madison, WI 53703-3622 with the appropriate fee on \_\_\_\_\_ (date). This character and fitness report was not requested more than 6 months prior to the exam taken.
- ☐ I have sent an original and one copy of:
  - (a) the completed, signed NCBE application,
  - (b) Tennessee Supplemental Information,
  - (c) 3 professional letters of recommendation, current and signed,
  - (d) any and all attachments to the application, and
  - (e) a copy of this signed and dated check sheetto the Tennessee Board of Law Examiners, 401 Church Street, Suite 2200, Nashville, Tennessee 37243 along with the appropriate fee in a timely manner. (See examination and fee schedule.) I have included a late fee if I have missed the deadline. **Additionally, I have emailed to [BLE.Administrator@tncourts.gov](mailto:BLE.Administrator@tncourts.gov) the same application, supplemental, recommendation letters and attachments in .pdf format.**
- ☐ I have downloaded the Undergraduate Degree Verification Form from the Board's website and forwarded it to the Dean (or designee) of my undergraduate school for completion and submission.
- ☐ I have downloaded the Law Degree Verification from the Board's website and forwarded it to the Dean (or designee) of my law school for completion and submission.
- ☐ I understand that if I have not made my request for the background check to the NCBE according to the Tennessee Board of Law Examiners' deadlines, my application to take the Tennessee bar examination may be rejected.
- ☐ I understand that submitting my application to the NCBE at the last minute may result in a delay in licensing upon successful completion of the Tennessee bar examination.
- ☐ I understand that filing only with the NCBE does not constitute filing with the Tennessee Board of Law Examiners and vice versa.
- ☐ I understand that taking and passing the MPRE with a scaled score of 75 within two years of achieving a successful score on the Tennessee Bar Exam is a licensing requirement and I have either had my score submitted to Tennessee or I have registered for the next available MPRE exam.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date